

THE PERFORMANCE/PORTFOLIO ASSESSMENT FOR PARAPROFESSIONALS

THE OFFICE OF TITLE I PROGRAM
PLANNING AND ACCOUNTABILITY

609-943-4283



THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *PROGRAM OVERVIEW*

- NCLB REQUIREMENTS
- RATIONALE FOR ASSESSMENT
- DESIGN ELEMENTS
- REPORTING DOCUMENTATION
- PORTFOLIO MAINTENANCE
- QUESTIONS AND ANSWERS

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *NCLB REQUIREMENTS*

PRIOR TO NCLB

All Title I paraprofessionals must have a secondary school diploma or its equivalent

(including those who are translators or who conduct parent involvement activities)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *NCLB REQUIREMENTS*

(effective January 8, 2002)

1. Two years of study at an institution of higher education OR
2. An Associate's degree or higher OR
3. Meet a rigorous standard of quality and can demonstrate, through formal state or local academic assessment

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *NCLB REQUIREMENTS*

(hired AFTER January 8, 2002)

Must meet new qualifications to be hired

THE PARAPROFESSIONAL
PERFORMANCE/PORTFOLIO ASSESSMENT
NCLB REQUIREMENTS

(hired BEFORE January 8, 2002)

*Must meet new qualifications no later than
January 8, 2006*

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *ASSESSMENT & THE LEGISLATION*

PURPOSE

- Assess subject knowledge in reading, writing and mathematics
- Assess ability to assist in instructing students in reading, writing and mathematics

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *ASSESSMENT & THE LEGISLATION*

- Does not have be a “paper and pencil test”
- Must be valid and reliable
- Results must be documented (records must be kept)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *ASSESSMENT FLEXIBILITY*

- Assessment could be written and/or performance-based
- Assessment could be administered online
- Could include training and performance assessment

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *RATIONALE*

FOR CURRENTLY EMPLOYED PARAPROFESSIONALS

- 48 CREDITS IN 3 ½ YEARS IS NOT A PRACTICABLE EXPECTATION
- ONE-TIME FORMAL ASSESSMENT UNDER TIMED CONDITIONS MAY CREATE TEST ANXIETY

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *RATIONALE*

ALLOWS CURRENTLY EMPLOYED PARAPROFESSIONALS TO

- DEMONSTRATE AND DOCUMENT “ON THE JOB” SKILLS AND CURRENT PRACTICES
- COMPLETE THE PROCESS DURING THE WORK YEAR
- INCORPORATE EXPERIENCE INTO AN ACADEMIC COMPONENT

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *DESIGN ELEMENTS*

- FOCUS AREAS – Reading, writing and mathematics
- READING/WRITING – Includes a variety of reading and writing exercises

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *DESIGN ELEMENTS*

- PROFESSIONAL READING – Contributes to professional growth
 - Includes books or journal articles on focus areas
- PROFESSIONAL DEVELOPMENT – Contributes to professional growth

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- **PERIODIC CRITICAL LOGS**

- Documents professional growth
- May focus on newly integrated/adapted practices
- May be a self-assessment of current practices
- May discuss how readings and/or professional development supports current practices
- District has flexibility with submission dates

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- **SELF-ASSESSMENT**

- Assesses a new or refined instructional support activity
- Includes a description of the activity and the self-assessment rubric (Form E)
- Requirement: One (1) self-assessment for each content area (reading, writing and mathematics)
- Final portfolio contains three (3) self-assessments

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- PROFESSIONAL READING RECORDS (FORMS A-1, A-2, A-3)
 - Maintains a record of completed professional readings
 - Requirement: Three (3) readings per month (one per content area)
 - One record for each content area
 - Final portfolio includes three records (reading-A1, writing-A2 and mathematics-A3)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- PROFESSIONAL READING SUMMARY & ANALYSIS (FORM B)
 - Completed for each professional reading
 - Documents completed readings
 - Incorporates the paraprofessional's summary and analysis of each reading
 - Final portfolio includes 30 Professional Reading Records (*10 for reading, 10 for writing and 10 for mathematics*)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- PROFESSIONAL DEVELOPMENT RECORD (FORM C)
 - Maintains a record of completed professional development activities
 - Requirement: 20 hours of professional development (18 content-specific hours and two non-content specific hours)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- PROFESSIONAL DEVELOPMENT/WORKSHOP PARTICIPATION SUMMARY & ANALYSIS (FORM D)
 - Completed for each professional development activity
 - Documents participation in professional development activities

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- PROFESSIONAL DEVELOPMENT/WORKSHOP PARTICIPATION SUMMARY & ANALYSIS (FORM D)
 - Incorporates the paraprofessional's summary and analysis of each activity
 - Final portfolio must contain completed summaries & analyses totaling 20 hours of professional development (18 content specific; 2 non-content specific)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- **PORTFOLIO REVIEW CONFERENCE**

- Quarterly conference with professional mentor*
- Serves several purposes:
 - a. Discuss portfolio contents
 - b. Review paraprofessional's progress
 - c. Collaborate on suggestions or recommendations for professional improvement and growth, articles or training opportunities

**Teachers who directly supervise paraprofessionals, school facilitators, highly qualified paraprofessionals, representatives from IHEs*

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- SELF-ASSESSMENT RUBRIC (FORM E)

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *REPORTING DOCUMENTATION*

- **PROCESS INDICATORS (FORM F)**
 - Documents points earned for each assessment indicator
 - Includes dates for portfolio review conferences
 - Contains the principal's assurance that the paraprofessional has completed the assessment process

THE PARAPROFESSIONAL PERFORMANCE/PORTFOLIO ASSESSMENT *PORTFOLIO MAINTENANCE*

- EMPLOYING DISTRICT IS RESPONSIBLE FOR RECORDKEEPING
- DISTRICT SHOULD ISSUE PARAPROFESSIONAL A CERTIFICATE OF COMPLETION OR ANOTHER FORM OF DOCUMENTATION
- PARAPROFESSIONAL SHOULD MAINTAIN A COPY FOR HIS/HER PERSONAL RECORDS